



❖ CAREER EXECUTIVE ASSIGNMENT ❖

EXAMINATION ANNOUNCEMENT

Department: Water Resources
Position Title: Deputy Director, Public Safety and Business Operations (Level 4)
Salary Range: \$8,426 - \$9,287
Final Filing Date: December 24, 2004

Duties/Responsibilities:

Under the general direction of the Director, the Deputy Director is responsible for the public safety programs of the Division of Flood Management, Division of Safety of Dams, and the Department Security program; and the administrative programs of the Division of Fiscal Services, Division of Management Services, Division of Technology Services, Internal Audits Office, and Enterprise Business and Strategic Planning Office; acts as the principal policymaker in all public safety and business operations issues for the Department of Water Resources; acts for the Director in the supervision of dams and reservoirs; manages programs which have high public interest and news media coverage, particularly with disaster strikes; serves as the Department's primary liaison with the State Reclamation Board; and deals with the highest-level Office of Emergency Services, Federal Emergency Management Administration, U.S. Army Corps of Engineers, and Bureau of Reclamation representatives on all safety issues.

EXAMINATION INFORMATION:

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed below will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Deputy Director, Public Safety and Business Operation position. Each candidate will be ranked competitively and notified of their results.

Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. **The "Statement of Qualifications" should not exceed two pages in length.** It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Deputy Director, Public Safety and Business Operations position. **Specific examples must be provided.** The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY FOR ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications to compete in this CEA examination:

EITHER I

Must be a civil service employee with permanent civil service status.

OR II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990

OR III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

AND

All applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of the following more specific knowledge and abilities.

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices and the trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; and the Department's Equal Employment Opportunity Program and the processes available to meet program objectives.
2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organizational procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's Equal Employment Opportunity Objectives.

The above knowledge and abilities are expected to be obtained from broad administrative or program manager experience with substantial participation in the formulation, operation and/or evaluation of program policies. (Experience may have been paid or volunteered, in State Service, other government settings or in a private organization.)

DESIRABLE QUALIFICATIONS:

The examination will consist of an application screening process by a departmental evaluation committee. The committee will screen applications on the basis of background, managerial experience, and the following desirable qualifications:

- a. Demonstrated strong ability in policymaking related to all public safety and business operations issues.
- b. Well developed interpersonal skills and abilities to represent the Director in all administrative and management matters and to assist in presentations for and negotiations with the Congress, the Legislature, the Governor's Office, other federal, State, and local governmental agencies, and private groups.
- c. Extensive background and knowledge of a variety of programs in the Department of Water Resources with an emphasis in public safety programs.
- d. Extensive background in managing and supervising multi disciplinary forces, including professional and technical employees.

HOW TO APPLY:

All interested applicants must file a standard State application (STD Form 678) and a two-page "Statement of Qualifications" by the final filing date of **December 24, 2004** to the attention of the Recruitment and Selection Services Manager, Department of Water Resources, P. O. Box 942836, 1416 9th Street, Room 320, Sacramento, CA 94236-0001. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.** The application and "Statement" must be received by the final filing date.

Questions concerning this examination process should be directed to Fariba Shahmirzadi, Recruitment and Selection Services Manager at (916) 653-4927.

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From Voice Telephones: 1-800-735-2922